



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 16, 2013

Irene Jeffery
453 E Lally Street
Des Moines, IA 50315

Dear Ms Jeffery,

This letter is in regards to the October 14, 2013 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Please make sure you cap the outlets in the hallway. I would be cautious about plugging in the air freshener to this outlet as it is easily accessible to the young children. I would suggest plugging it in to a higher outlet out of reach of small children as the substance in the freshener could be toxic if ingested.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Please access page 21 of the packet I left with you at the time of the spot check. This will assist you in making a proper evacuation plan. You can also access page 16 to document your practice runs of the emergency procedure as well as tracking your smoke detectors. Place this document on your refrigerator or another visible location to remind you to practice and check smoke detectors each month.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

When purchasing your fire extinguisher make sure that it is Classification 2A 10BC or greater, 1A is too small and does not meet code requirements. Be sure the extinguisher is

always full. You can tell that it is full by the yellow arrow on the gage being in the green section indicating it is full.

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

You reported that you are scheduled in the near future to complete this class. Make sure your certificate is wither hanging up or placed in your provider file with other training certificates for easy access.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

110.5(8) Children's Files

I would suggest keeping your files organized and going through the files yearly to make sure all forms and signatures are current.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

This form is on page 3 of the packet provided. Each child must have this form completed and signed by parents in case an emergency would arise and their child would need medical treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before November 22, 2013.**

☐ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after _____.

x ☐ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: November 22, 2013.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford, LMSW
Child Development Home Compliance Checks
DHS, Dallas County
210 N. 10th Street
Adel, IA 50003
(515) 993-1742
515-564-4033 (fx)
mcrawfo@dhs.state.ia.us

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).